

October 6, 2010

Title: Temporary Office Manager

Reports to: Chair, MCSW

Summary of Position: Act as Office Manager for the Massachusetts Commission on the Status of Women in the absence of the Director.

Direct Reports: Required to provide daily supervision to Interns.

Job Duties:

- To provide office management support to the MCSW Chair and all other Commissioners.
- Communicate with Chair regarding the status of office operations on a weekly basis.
- Greet visitors and handle possible visitor requests and questions. Respond to email and telephone messages received by the MCSW. Collect and sort mail, responding when necessary and appropriate.
- Answer inquiries from the public, staff, state agencies and others. Referring more complex issues to the Chair.
- Supervise intern staff of approximately 3 – 5.
- Provide support to MCSW Chair and Committee chairs regarding committee work:
 - Legislative and Public Policy Committee - New and pending legislation.
 - Program and Planning Committee - Public hearings, including coordination with local hosts, communication with commissioners, logistics, site management, and material development. Work with local women's commissions. Work with Commission Co-Chairs on the Unsung Heroine event.
- Prepare for, and support the monthly full Commission and Executive Committee and other Committee meetings including meeting postings, communication with commissioners, logistics, and material development.
- Develop and distribute the MCSW's monthly newsletter.
- Maintain the MCSW website including updates.
- And performing other duties as required.

Distinguishing Characteristics of the job:

- Strong interpersonal skills.
- Ability to work independently.
- Strong organizational skills.
- Ability to manage many tasks simultaneously.

- Strong decision-making skills.

Minimum Entrance Requirements: Managerial experience . High school degree or its equivalent plus three (3) to five (5) years experience in office management.

Preferred Qualifications: College degree, or equivalent experience.

How to Apply:

No phone calls please.

Please forward resume and cover letter to:

Jill Ashton, MCSW

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Agency Website: <http://www.mass.gov/women>